



DEPARTMENT OF THE ARMY
HEADQUARTERS, 19TH THEATER SUPPORT COMMAND
UNIT #15015
APO AP 96218-5015

REPLY TO
ATTENTION OF:

EANC-GS-CS

20 DEC 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #20 - Command Energy Policy for Personal Computers (PCs), Small Office Appliances, and Portable Electrical Heater Application

1. REFERENCES.

- a. Executive Order 13123, Greening The Government Through Efficient Energy Management, 3 Jun 99.
- b. AR 11-27 Army Energy Program, 3 Feb 97.
- c. Eighth U.S. Army Regulation 700-1, Energy Management, 1 Nov 94.

2. PURPOSE. This policy letter provides directives and procedures on the use of the subject equipment. This includes all computer equipment and other small electrical appliances such as computer monitors, copier machines, and coffee makers within the command.

3. APPLICABILITY. The policies and procedures contained in this letter apply to all support groups, offices, organizations, and units assigned, attached or under the operational control of 19th TSC.

4. GENERAL. Assistant Chief of Staff, G4 is the proponent for this policy letter within the command. The basic documents governing energy conservation are Executive Order (EO) 13123, AR 11-27, and Eighth U.S. Army Regulation 700-1.

5. POLICY.

a. All PCs (personal computers), laptops, monitors, printers, computer speakers (powered-type), and copiers will be turned off at the close of business each day. This also includes all small electrical appliances, such as coffeepots, hot water pots, fans, lights, radios, and similar small appliances. Authorized STAMIS machines, PC web servers, facsimile machines can be left-on for user required access after hours. The Installation Commander must approve any electrical equipment that needs to be left on.

b. All portable electrical heaters other than authorized water heaters are prohibited. The Installation Commander must approve any exception to this policy.

c. All outdoor lights must be turned off at the start of each working day. Report defective outdoor lights or control systems to the DPW for repair.

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6. RESPONSIBILITIES AND PROCEDURES.

a. The form STANDARD FORM 701 (8-85), titled "ACTIVITY SECURITY CHECKLIST" (copy attached) shall be used by all offices for daily recording that all electrical equipment and appliances are properly shut off. You should add the electrical appliances and systems that are applicable to your office to this checklist and ensure that someone checks these items at the close of business each day, and properly annotates the checklist that they are turned off.

b. Assistant Chief of Staff, G3 Operations Division will have the Headquarters SDO/SDNCO establish schedules and random checks for policy compliance.

c. Local Commanders will:

(1) Approve requests for electrical equipment that needs to be left-on.

(2) Require the SDO/SDNCO to make scheduled and random checks to ensure compliance. During the checks if an irregularity is discovered, SDO/SDNCO will record those items in the duty log for corrective action by the offending office.

7. SUPERSESSION. This policy supersedes 19th TSC Policy Memo 50-02, 23 May 02.

8. Point of contact is ACofS, G4 at 768-8082.

Encl
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ACTIVITY SECURITY CHECKLIST

Irregularities discovered will be promptly reported to the designated Security Office for corrective action.

Statement

I have conducted a security inspection of this work area and checked all the items listed below.

TO (If required)

FROM (If required)

THROUGH (If required)

[illegible]

Encl